

## **Job Description**

|                         |   |
|-------------------------|---|
| <b>Job Title:</b>       | Premises Assistant  |
| <b>Responsible to:</b>  | Premises Manager  |
| <b>Responsible for:</b> | Maintaining a clean and safe school environment under the direction of the Premises Manager |
| <b>Grade:</b>           | H3  |
| <b>Hours:</b>           | 20 hours per week, term time plus 3 weeks<br>Monday to Friday 2.30pm – 6.30pm               |
| <b>Date:</b>            | August 2021   |

This job description is not necessarily a comprehensive definition of the post. It may be modified by the Headteacher, with your agreement to reflect changes which are commensurate with the salary, the role title and the school development plan.

This job description will be reviewed every two years or sooner if required.

---

### **Job Purpose**

To assist the Premises Manager to provide a clean, healthy and safe environment for users of the school buildings and grounds.

### **Personal and Professional Standards**

- To support the aims of the school
- To be a role model in terms of professional dress and appearance, punctuality and attendance
- To use the performance appraisal process for support staff to take responsibility for own personal and professional development
- To share the school's commitment to safeguarding and promoting the welfare of children and young people
- To be aware of and comply with all relevant policies and procedures within the school
- To participate in training and other learning activities commensurate with the post
- To attend and participate in meetings as required

### **Main Areas of Responsibility**

1. Minor health and safety repairs (via the Premises email)
2. Secure of all the school's buildings at the end of the day (with the exception of the buildings where lettings have been booked)
3. Porterage duties (deliveries, furniture and equipment)
4. Daily cleaning and scheduled litter pick of the school site
5. Supporting the Premises Manager in setting up for school functions as appropriate
6. Setting up and clearing away for internal meetings as appropriate
7. Deputising for the Premises Manager when required
8. To lock up and secure the site at the end of each school day
9. Keyholder
10. To support with general maintenance repairs around the school site
11. Carrying out other jobs that may arise from the use of the premises
12. To carry out any other task as requested by the line manager or Headteacher

**Key Contacts**

- School Business Manager/SLT
- Teaching and Support staff
- Students and visitors
- Building trades, contractors and appropriate LA staff
- Cleaning staff or contract cleaning supervisor (as appropriate)

**Knowledge, Experience, Training**

- Experience of working in a school or similar environment is desirable but not essential
- Flexibility and sensitivity to the needs of a wide range of users of the school is essential
- Knowledge of efficient cleaning methods and materials is desirable
- Evidence of success in handyperson or DIY tasks is essential

**Problems and Decisions**

- Advising the Premises Manager of faults to the building, fixtures and fittings which require special attention
- The post holder is expected to act on his/her own initiative